

A Note Regarding Apprenticeship Supervision - 2015

- ✓ **Each licensed optician will be allowed a total of two apprentices for whom they are primarily responsible. Primary responsibility includes the following:**
 1. Ensuring the apprentice knows, understands, and follows Nevada ophthalmic dispensing law.
 2. Ensuring the apprentice makes the required yearly educational progress for license renewal. If the apprentice does not make the required progress, the primary supervisor must ensure the apprentice does not work after the expiration date on his/her license.

- ✓ **Each apprentice will have one primary supervisor. Any other licensed optician who supervises the apprentice is a “temporary” supervisor – not a supervisor of record.**

Each apprentice must keep an Apprentice Supervision Form on file with the board office. If there is a change of primary supervisor, a new form must be submitted to the board office within ten (10) days.

- ✓ **When you assume primary responsibility for an apprentice, you determine whether that apprentice may work under the supervision of other licensed opticians in your absence. If you do not consent to this, your apprentice may only work under your personal direction.**
 1. Please remember, temporary supervisors are not “supervisors of record” – you assume responsibility for ensuring your apprentice knows and follows Nevada dispensing law, even when the apprentice works under the direction of another licensed person.
 2. The board will no longer be collecting supervision charts, temporary supervision forms (“one-day-onlies”), or prior versions of the Change of Supervision form (please obtain an updated copy on the NVBDO website).
 3. If there is a change to the roster of temporary supervisors, both the apprentice and primary supervisor are responsible for filling out/signing a new supervision form and submitting it to the board office within ten (10) days of the change.

- ✓ **Ophthalmic employers remain responsible for ensuring their opticians do not supervise more than two apprentices at any one time. The board may demand documentation (e.g. work schedules or payroll records) to ensure the proper supervisor-to-apprentice ratio or to verify who was supervising an apprentice on a given day. The board will also be continuing with random workplace inspections.**



STATE OF NEVADA

BOARD OF DISPENSING OPTICIANS

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Apprentice Supervision Form

Each apprentice must have this form on file with the board office. The form must be signed by both the apprentice AND primary supervisor. When there is a change of primary supervisor, the board must receive a new form within ten (10) days. *Incomplete forms will be returned to sender.

Date _____

Apprentice Name _____ License # _____

Supervisor Information

Apprentices may only dispense when a licensed supervisor is present. If a supervisor holds a limited license, write "L" after his/her license number. A limited licensee MAY NOT supervise the dispensing of contact lenses. The primary supervisor determines whether the apprentice may work with a temporary supervisor when the primary supervisor is unavailable. Temporary supervisors are not supervisors of record. You retain responsibility for your apprentice, even when the apprentice is directed by a temporary supervisor.

Name of Primary Supervisor _____ License # _____

Employer/Business Name _____

Employer/Business Address _____

Check here if you will allow your apprentice to work under the supervision of any Nevada licensed ophthalmic dispenser when you are unavailable to supervise.

OR

Check here if you want to maintain a roster of temporary supervisors, and supply the following information. You must name every temporary supervisor (up to five) you want on your roster. Your previous roster will be removed from your file:

1) Name _____ License # _____

2) Name _____ License # _____

3) Name _____ License # _____

4) Name _____ License # _____

5) Name _____ License # _____

OR

Check here if your apprentice will only be allowed to dispense under your own direct supervision.

Primary Supervisor Signature _____ Date _____ **

Apprentice signature _____ Date _____ **